

Chief, Audit Staff

Chief, Records Management Staff

Audit of the Records Disposition Program

X1 1. Attached is the revised Records Control Schedule prepared [redacted] This schedule supersedes the previous schedule dated April 1954.

2. Approximately 27 percent of the total volume (60 cubic feet) of records have been scheduled as having permanent value, the balance is temporary and may be destroyed periodically. These records are filed in 14 pieces of filing equipment having a replacement value of \$4,866.00.

3. The cooperation and assistance [redacted] of your Staff has made possible the continuing development of an effective Records Control Schedule which should be of assistance in the management of an important part of the Agency's records.

25X

[redacted]

25X

Attachment:

Records Control Schedule No. 33-57

X1 Mgt/S/RMS/[redacted] (14Mar.57)

Total Records 19.6 - (32%)  
Permanent 19.6 - (32%)  
Temporary 28.9 - (48%)  
Total 48.5 - 80%

R.D.

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33-57

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

AUDIT STAFF



Permanent Material

AUDIT STAFF

Item No.

- 1      Staff Subject File  
Consists of correspondence, reports and related form records pertaining to the administration, operation and organization of the audit staff. The material consists of such subjects as policies and procedures, budget and fiscal matters and other subjects covering the activities and function of the Staff. Filed by subject.
- 2      Project and Report File  
These files reflect the results of the audit function performed by the Audit Staff for the Agency.
  - a. Consists of correspondence, reports and related material which document the audit of all confidential funds and property accounts. Included in this material are administrative plans and audit reports. Filed alphabetically by name.
  - b. Consists of detailed workpapers produced as a result of a financial and or property audit. Includes inventories, balance sheets, profit and loss statements and bank statements. Filed alphabetically by name.
- 3      Memoranda of Exception File  
Consists of Memoranda of Exception which denote the results of audits and the replies thereto from the Finance Division of the action taken to rectify or clear such exceptions. Filed numerically by exception number.

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 33-57) for the  
Audit Staff is approved and authority hereby  
given to implement the disposition instructions  
contained thereon.

25X

X1

[Redacted Box]

14 March 1957

X1

Ch

[Redacted Box]

14 March 1957  
Date

[Redacted Box]

Staff

14 March 1957  
Date

RECORDS CONTROL RELEASED 2005/11/21 : CIA-RDP78-00487A000100020003-83-57

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SCHEDULE NO. A000100020003-83-57

OFFICE, DIVISION, BRANCH

AUDIT STAFF

SIGNATURE

TITLE

DATE

*Chief Audit Staff* *Mar. 12/57*

25

| ITEM NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)  | VOLUME<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS  |
|----------|---|-----------------------|---|
| 1        | STAFF SUBJECT FILE<br><br>Consists of correspondence, reports and related form records pertaining to the administration, operation and organization of the audit staff. The material consists of such subjects as policies and procedures, budget and fiscal matters and other subjects covering the activities and function of the Staff. Filed by subject.<br>(1950 - 1957)                                     | 2.0                   | Permanent. Disposal not authorized by this schedule. (Screen selectively annually and destroy duplicate and non record material.)   |
| 2        | PROJECT AND REPORT FILE<br><br>These files reflect the results of the audit function performed by the Audit Staff for the Agency.<br><br>a. Consists of correspondence, reports and related material which document the audit of all confidential funds and property accounts. Included in this material are administrative plans and audit reports. Filed alphabetically by name. <i>of what?</i><br>(1951-1957) | 3.5                   | Permanent. Disposal not authorized by this schedule. (Cut off when inactive and transfer to the Records Center when volume reaches 1 foot.)   |
|          | b. Consists of detailed workpapers produced as a result of a financial and or property audit. Includes inventories, balance sheets, profit and loss statements and bank statements. Filed alphabetically by name. <i>of what?</i><br>(1954-1957)  | 16.0                  | <i>Temporary. Destroy after 3 years.</i><br><del>Permanent. Disposal not authorized by this schedule. (Retain for 2 years and then transfer to the Records Center.)</del><br><i>Place in inactive file when action complete then transfer to Records Center annually; retain for 3 years and destroy.</i><br><i>ED</i><br><i>11/24/59</i> |

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| ITEM NO.   | FILES IDENTIFICATION  | VOLUME | DISPOSITION INSTRUCTIONS  |
|--|---|--------|---|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020003-8 |   |        |   |
| 3  | <p>MEMORANDA OF EXCEPTION FILE</p> <p>Consists of Memoranda of Exception which denote the results of audits and the replies thereto from the Finance Division of the action taken to rectify or clear such exceptions. Filed numerically by exception number.<br/>(1948 - 1957)</p> | 1.5    | <p>Permanent. Disposal not authorized by this schedule. (Cut off when action is completed and transfer to the Records Center when volume reaches 1 foot).</p> |
| 4  | <p>TIME SUMMARY FILE</p> <p>a. Consists of a summarization of personnel work assignments.<br/>(1956-1957)</p> <p>b. Consists of weekly reports submitted by office personnel and the information posted to a. above. Filed alphabetically by name.<br/>(1957)</p>                   | .3     | <p>Temporary. Destroy when no longer needed for reference,</p>  |
| 5  | <p>WORK PAPER FILE</p> <p>Consists of extra copies of machine listings and similar material used by the auditors as a ready reference in the verification of accounting items. Filed chronologically or alphabetically.<br/>(Current)</p>   | 15.0   | <p>Temporary. Destroy when no longer needed for reference.</p>  |

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| ITEM NO. | FILES IDENTIFICATION  | VOLUME                        | DISPOSITION INSTRUCTIONS   |
|----------|---|-------------------------------|--|
| 6        | <p>NAME FILE (PERSONNEL)</p> <p>Copies of travel orders, travel vouchers, training requests, personnel actions and related material used in the supervision of Audit personnel. Filed alphabetically by name. (Current)</p>   | 2.0                           | <p>Temporary. Place in inactive file upon separation from the office and destroy 1 year thereafter.</p>  |
| 7        | <p>MAIL CONTROL LOGS</p> <p>Record of classified and unclassified mail received or dispatched by the office. Used for security and control purposes. Filed chronologically. (1954-1957)</p> <p>a. Top Secret Control Log.</p> <p>b. Secret and below Log</p> <p>c. Unclassified Log</p> | <p>.2</p> <p>.2</p> <p>.1</p> | <p>Temporary. Disposal not authorized by this schedule</p> <p>Temporary. Destroy when 1 year old.</p> <p>Temporary. Destroy when 6 months old.</p> |
| 8        | <p>CAREER SERVICE BOARD FILE</p> <p>Consists of informational copies of the minutes of meetings of the CIA Career Service Board. Filed chronologically. (1951-1957)</p>   | .5                            | <p>Temporary. Destroy when no longer needed for reference.</p>   |
| 9        | <p>LIBRARY MATERIAL</p> <p>Bound volumes of the Comptroller General's Decisions maintained and used as a ready reference. Filed numerically.</p>  | 12.6                          | <p>Permanent. Return to the Library when no longer needed for reference.</p>   |

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| ITEM NO. | FILES IDENTIFICATION  | VOLUME | DISPOSITION INSTRUCTIONS                                |
|----------|---|--------|---|
| 10       | <p>REFERENCE PUBLICATIONS FILES</p> <p>Consists of copies of Agency Regulations, Notices, Handbooks and other related material used for reference purposes.</p> | 6.0    | Temporary. Destroy when no longer needed for reference. |

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